

**County of Kauai
Department of Finance - Purchasing Division**

Professional Services Procurement Disclosure

Pursuant to the requirements of HRS 304-103D,
the following information is hereby publicly disclosed.



Award Date : October 31, 2011

Contract # : 8590

1. **Professional Services Publication Number and description of services required:**
 - **Publication Number: Resume #1-PROF-11/12, D.2**
2. **Description of Services Required:**
 - **Legal assistance for the elderly providing services and/or address allowable under the Older Americans Act, including but not limited to legal advice, counseling, education, training, seminars, personal counseling, advance directives, power of attorney, health care power of attorney, deeds, and household agreements.**
3. ☐ **Check if Small Purchase procedures used.**
4. **The ranking and names of a minimum of the top three (3) persons or organizations ranked by the Selection Committee for negotiation of a contract (note- the minimum of 3 persons may be limited to less than 3 by the review committee or by the number of responses to the solicitation):**
 - **Seniors' Law Program**
5. **The legal name of the person or organization receiving the award:**
 - **Seniors' Law Program – James Michael Ratcliff**
6. **The Dollar amount of the contract: \$105,000.00**
7. **The names of the Selection Committee members:**
 - **Iris Parongao**
 - **Charlyn Nakamine**
 - **June Renauld**
8. **Date of Selection Committee Meeting: August 26, 2011**
9. **Describe the relationship of any of the principals to any of the persons making the recommendation of award, and to any person(s) making the award:**
 - a. **DIRECTOR OF FINANCE (AUTHORITY TO AWARD): NONE**

Date Posted : November 2, 2011

NOTICE OF AWARD
RESUME #1-PROF-11/12, D.2

Bernard P. Carvalho, Jr.
Mayor



Wallace G. Rezentes, Jr.
Director of Finance

Gary K. Heu
Managing Director

DEPARTMENT OF FINANCE
County of Kaua'i, State of Hawai'i
DIVISION OF PURCHASING
4444 Rice Street, Suite 303, Lihue, Hawai'i 96766
TEL (808) 241-4288 FAX (808) 241-6297

Sally A. Motta
Deputy Director of Finance

October 31, 2011

SENIORS' LAW PROGRAM
4375 Puaole, Suite A
Lihue, HI 96766

Attn: James Michael Ratcliff

Gentlemen:

RE: CONTRACT # 8590 – LEGAL SERVICES FOR THE ELDERLY

Your firm has been awarded the negotiated contract to provide LEGAL SERVICES FOR THE ELDERLY for the County of Kauai in accordance to the terms and conditions set forth in the enclosed draft contract. This award is subject to your return of the executed contract together with:

☒ Insurance certificates as required by the solicitation or negotiated terms.

The negotiated contract amount is not to exceed **ONE HUNDRED FIVE THOUSAND AND NO/100 DOLLARS (\$105,000.00)**.

The contract term is from the Notice to Proceed to September 30, 2012.

Contract documents will be emailed under separate cover for your review and execution. **Contract No. 8591** is assigned and should be referenced in all future communications relating to this contract.

After the contract is fully executed a "Notice to Proceed" will be issued to designate the official contract starting date. Until said Notice is issued the County may find cause for cancellation of the award and any expenses incurred by you will be at your own risk.

Further as a reminder, the following is a requirement for final payment and should be submitted with your final payment invoice:

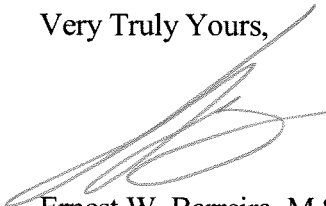
An Equal Opportunity Employer

- ☒ Tax compliance is required by HRS 103D-328;
- ☒ Contractor's Certificate of Compliance for Final Payment (self-certification form), required by HAR 3-122-112 (c), Responsibility of Offerors. Purchasing Division Schedule G-1 is available upon request.

We appreciate the opportunity to work with you on this project and look forward to its successful and timely completion.

Please feel free to call us on any questions or if we may be of service.

Very Truly Yours,



Ernest W. Barreira, M.S.
Assistant Chief Procurement Officer

km

attachements

c: Elderly/K. Takahashi, I. Parangao